

Collecting and Reporting 2003 Physical Fitness Test Data

Suggestions for Districts

The following suggestions for collecting student performance results have been used by districts in past years. Districts may have other procedures they wish to use.

Suggested Options	Collecting and Reporting Process				
	Step 1	Step 2	Step 3	Step 4	Step 5
I STUDENT RESULTS RECORDED BY HAND	District develops data collection form. (State provides sample forms.)	Teachers record performance task scores by hand.	District transfers data to electronic format and compiles results.	District provides results back to schools and teachers.	District sends data to state contractor.*
II STUDENT RESULTS ENTERED ON DATA-ENTRY WEB SITE	District uses state developed sample data collection form.	Teachers record performance task scores by hand.	Teachers or district personnel enter data onto web site designed for on-line physical fitness test data entry. Data goes directly to the state.	District provides results back to schools and teachers.	N/A
III STUDENT RESULTS RECORDED ON SCANTRON FORMS	District develops scantron recording sheets.	Teachers record performance task scores on scantron sheets.	District compiles data electronically.	District provides results back to schools and teachers.	District sends data to state contractor.*
IV STUDENT RESULTS RECORDED ON FITNESSGRAM SOFTWARE**	District uses Fitnessgram software.	Teachers record performance task scores on Fitnessgram software.	District exports data from Fitnessgram software into state format.	District and/or teacher use software to create student and parent results.	District sends data to state contractor.*
V OUTSIDE AGENCY CONTRACTED	District contracts with one of many service-for-fee scanning and data-entry services.	Teachers record performance task scores by hand or on scantron sheets, depending on agreement with contracted agency.	Contracted agency compiles data electronically.	Depending upon agreement, agency provides district and schools with results.	Agency sends data to state contractor, or sends data back to district and district sends data to state contractor.*

* See Appendix B - "Electronic Reporting Options/Directions for 2003 Physical Fitness Test"

** If you wish to use this option you must export the data using the custom format option and save the file as MS Excel 5.0. You must also complete the school demographic information for each school you are submitting. The school demographic template can be found on Appendix E.